

Name:

**UNITED STATES AIR FORCE ACADEMY****INSPECTION GUIDANCE**

Date:

**AS OF: 20 May 2002****INSPECTOR GENERAL COMPLAINTS PROCESS**

Co. No(s):

**10 ABW/LGC/Government Purchase Card Program**

This guidance implements AFPD 90-2, *Inspector General - The Inspection System*, [Federal Acquisition Regulation (FAR) as supplemented and AFI 64-117]. It is designed to assist in your preparation for the DRU UCI. It is not intended as the sole source of inspection material. Use it in conjunction with all other applicable governing directives.

**Instructions:**

- 1) For each item, annotate the answer as either *Yes*, *No*, or *N/A*. If the answer highlights a finding, include a detailed explanation on the back of the page, highlighting the finding and what you recommend as a corrective action, if any (depends on the severity of the finding.) For example, your recommended corrective action may be that you counseled the AO/CH/both, not to do it again, or it may be that you direct someone to be retrained, or it may even be so severe as to include a temporary decrease in spending limits until retraining occurs.
- 2) After the surveillance, make a copy of this inspection checklist and give to Mr. Richard Harris.
- 3) Follow the “follow-up” checklist in the GPC checklist binder.

<b>NO.</b>	<b>ITEM</b>	<b>REFERENCE</b>
<b>0</b>	<b>A/OPC Preparation:</b> <b>a. Folder items to check for:</b> <ol style="list-style-type: none"> <li>1) Appointment Letter?</li> <li>2) 4009?               <ol style="list-style-type: none"> <li>2.a) Is SPL &gt; \$2,500? Justification (as an e-mail or noted in appointment letter) located in folder?</li> </ol> </li> <li>3) Initial Training Statement?</li> <li>4) Delegation of Authority Letter?</li> <li>5) Training Certificate?</li> <li>6) Refresher Training Statement, as applicable?</li> </ol> <b>b. Other:</b> <ol style="list-style-type: none"> <li>1) Familiar with the GPC office web site (<a href="http://www.usafa.af.mil/lg/lgc/govtcard">http://www.usafa.af.mil/lg/lgc/govtcard</a>)?</li> <li>2) How many CH accounts are being reviewed? Does this represent at least 25% of the AO's cardholders for this managing account?</li> <li>3) How many CW accounts are being reviewed? Does this represent 100% of the AO's check writers for this managing account?</li> <li>4) Does the number of CH/CW accounts distributed amongst the AO's managing account(s) allow the AO to adequately monitor his/her CH/CW's purchase activity?</li> </ol>	AFI 64-117  Para 3.1 Para 3.1, 3.2.3 Para 2.1.2, 2.1.2.3, 3.2.1, 4.3.2.2 Para 4.3.3.3.1.3 Para 4.3.2.2 Para 4.3.3.3.1.3 Para 4.3.3.3.1.2  N/A  Para 4.3.3.6.1  Para 3.6.1.6  8 Feb 02 SAF/AQCP Memo on “GPC Internal Controls”

1	<b>Government-wide Purchase Card (GPC) Program Cardholder (CH) Surveillance Checklist (note that CH implies check writer [CW] too)</b>	AFI 64-117 Para 3.6
1.1	- Are purchases for items such as the following: potential hazardous materials, communication and computer equipment, software, etc, authorized by the specified controlling/servicing agency before the purchase is made? - Is the authorization documented?	AFI 64-117, Para 2.3 (revised AFI Para 2.3, 4.3.5.3.1.1)
1.2	Before acquiring repair services, did the CH coordinate with their organization's equipment custodian and their AO/resource advisor/contracting squadron, to verify that the repair is not already covered by an existing maintenance agreement?	AFI 64-117, Para 2.3.2
1.3	Did the CH make any unauthorized purchases using the GPC?	AFI 64-117, Para 2.4
1.4	Has anyone other than the CH made purchases with the GPC or GPC account number?	AFI 64-117, Para 4.3.5.1
1.5	Does the CH "split requirements" to stay within the required dollar parameters?	AFI 64-117, Para 4.3.5.2, 4.3.5.2.1
1.6	Did the CH pay tax on any purchases?	AFI 64-117, Para 4.3.5.2.4
1.7	Are funds available to pay for each item purchased?	AFI 64-117, Para 4.3.5.3.1.2
1.8	Does the CH comply with requirements to purchase items IAW Far part 8 (FPI, NIB, NISH) and FAR 23.4 (EPA guidelines)?	AFI 64-117, Para 4.3.5.3.1.3
1.9	Did the CH rotate sources when placing repeat orders?	AFI 64-117, Para 4.3.5.3.1.5
1.10	Does the CH document all telephone, mail order, and internet transactions in their electronic CARE log, then annotate the CARE log when delivery is received?	AFI 64-117, Para 4.3.5.3.3.3.5
1.11	Does the CH maintain supporting documentation (SOAs, receipts, authorizations, etc)?	AFI 64-117, Para 4.3.5.4.1
1.12	Is the CH handling disputes in accordance with paragraph 4.3.5.6?	AFI 64-117, Para 4.3.5.6
1.13	- If the CH went on leave or TDY during the time that the statement of account (SOA) was distributed, did the CH give the AO all supporting documentation prior to departure? - Did the AO reconcile/approve the CH's purchase log?	AFI 64-117, Para 4.3.5.7
1.14	Upon reassignment, separation, retirement, etc., does the CH understand how to properly close his GPC account?	AFI 64-117, Para 4.3.5.8
1.15	If the CH is a Contingency Contracting Officer (CCO), the following questions apply: a. If GPC used in place of travel card, were reasons documented? b. If open-market single purchases were made over \$2,500 (up to \$200K), was a written order (SF1449 or SF44) issued to support the purchase? c. Read over paras 2.6.1, 2.6.4, 2.6.5, 2.6.7, 2.6.8, 2.6.9, and ensure understood by CCO.	AFI 64-117 Para 2.6.1 Para 2.6.5  Para 2.6.1, 2.6.4, 2.6.5, 2.6.7– 2.6.9

1.16	Using CARE -> a. Are all purchases manually input into the electronic CARE log in a timely manner? b. Is each purchase reconciled/approved when the transaction is posted in CARE? c. Is the monthly cycle approved within the established time line?	AFI 64-117, Para 4.3.5.3.1 (revised AFI, Para 4.3.5.3.1.1, 4.3.5.5)
1.17	Does the CH understand his/her responsibilities per the AFI?	AFI 64-117, Para 4.3.5
2	<b>GPC Program Convenience Check Writer (CW) Surveillance Checklist (note that CH checklist [No. 1 above] applies too)</b>	AFI 64-117  Para 3.6
2.1	Is the convenience checking account maintained under a separate "cardless" account?	AFI 64-117, Para 3.6.1.5
2.2	Have any checks been issued for more than \$2,500?	AFI 64-117, Para 3.6.1.7
2.3	Are the check administrative costs (1.7% of the face value of the check) accounted for in the check writer's purchase log?	AFI 64-117, Para 3.6.1.9
2.4	Is there a checking account purchase log (in CARE or another one) used as an internal control measure to avoid duplicate payments for any checks that are mailed?	AFI 64-117, Para 3.6.1.10
2.5	Does the check writer capture all necessary TD1099 data for IRS reporting?	AFI 64-117, Para 3.6.1.12
2.6	Are checks stored in locked containers when not in use?	AFI 64-117, Para 3.6.1.13
2.7	Have any checks been written by someone other than the checking account holder?	AFI 64-117, Para 3.6.2.2
2.8	Have any checks been written for items to be delivered beyond 15 days?	AFI 64-117, Para 3.6.4.1
2.9	Were checks written for any of the Prohibited Purchases noted in paragraph 3.6.5?	AFI 64-117, Para 3.6.5, 3.6.5.1 - 3.6.5.7
2.10	If Stop Payment actions were processed against any check, was the \$25 charge deducted from the funds available on the AF Form 4009?	AFI 64-117, Para. 3.6.6.2
2.11	Does the check writer account for checks written but not processed by the Bank when reconciling his/her account to assure adequate funds are available?	AFI 64-117, Para 3.6.6.4
2.12	Does the CW understand his/her responsibilities per the AFI?	AFI 64-117, Para 3.6
3	<b>GPC Program Approving Official (AO) Surveillance Checklist</b>	
3.1	If the AO is a CH/CW, is his/her account assigned to another AO?	AFI 64-117, Para 3.6.2.1, 4.3.4.1
3.2	Has the AO notified the Agency/Organization Program Coordinator (A/OPC) of any CH/CW account procedure violations discovered?	AFI 64-117, Para 4.3.3.4

3.3	Does the AO conduct the following surveillance reviews -> a. 100% of CH accounts at least every 12 months (not once per fiscal year)? b. Quarterly reviews of 100% of CW accounts? c. Does AO actively review newly appointed CH/CWs during the first 3 months? d. Is surveillance documentation maintained IAW the AFI?	AFI 64-117 Para 4.3.3.6.1  Para 3.6.1.6 Para 4.3.3.6.1  (Revised AFI Para 4.3.5.5)
3.4	Does the AO coordinate with the FSO on the following 4009 issues -> a. Adjusting 4009 to accommodate new/canceled CH/CWs? b. Determining when all prior year purchases have been billed and paid? c. Establishing funding document for the new fiscal year?	AFI 64-117 Para 4.3.4.1.1, 4.3.4.1.3.2 Para 4.3.6.3.6  Para 4.3.6.3.7
3.5	Using CARE, does the AO understand his/her following duties -> a. Review each CH's SOA to verify all CH(s) transactions are appropriate and IAW the AFI, given the primary duties of the CH and the mission of the unit? b. Approve his/her monthly AO account statement in CARE? c. Understand CH(s) CARE process, i.e., inputting transactions, reconciling/approving transactions, and approving monthly cycle?	AFI 64-117 Para 4.3.4.1.2.2, 4.3.4.1.2.3  (revised AFI, Para 4.3.5.5)
3.6	Does the AO maintain the following documentation -> a. Original supporting documentation for closed CH accounts? b. Other documentation IAW Para. 4.3.5.4?	AFI 64-117, Para 4.3.4.1.2.4 Para 4.3.5.4
3.7	Does the AO promptly notify the A/OPC when CH accounts are cancelled and the GPC has been destroyed?	AFI 64-117, Para 4.3.4.1.3, 4.3.5.8
3.8	- Upon reassignment, separation, retirement, etc., does the AO understand how to properly close his managing account(s)? - CH accounts?	AFI 64-117, Para 4.3.4.1.3, 4.3.5.8
3.9	Does the AO notify the A/OPC of any lost/stolen GPCs?	AFI 64-117, Para 4.3.4.1.5
3.10	Does the AO review the monthly TBR00420, <i>Dispute Report</i> , which is online in the CARE system, and resolve any outstanding dispute discrepancies?	AFI 64-117, Para 4.3.5.6.5
3.11	- If the CH was on leave or TDY during the time that the SOA was distributed, did the CH give the AO all supporting documentation prior to departure? - Did the AO reconcile/approve the CH's purchase log in CARE?	AFI 64-117, Para 4.3.5.7
3.12	- Does AO understand his/her responsibilities IAW the AFI? - In addition, does he/she understand CH(s) duties? - CW duties?	AFI 64-117, Para 4.3.4, 4.3.5 Para 3.6

--	--	--

## Attachment 1

## GLOSSARY OF ABBREVIATIONS AND ACRONYMS

*Abbreviation  
Or Acronym**Definition*

AO	Approving Official
A/OPC	Agency/Organization Program Coordinator
CARE	Customer Automation and Reporting Environment
CCO	Contingency Contracting Officer
CH	Cardholder
CW	Check Writer
DAPS	Defense Automated Printing Services
EPA	Environmental Protection Agency
FPI	Federal Prison Industries (UNICOR)
GPC	Government-wide Purchase Card
IRS	Internal Revenue Service
NIB	National Industries for the Blind
NISH	National Industries for the Severely Handicapped
SOA	Statement of Account
SPL	Single Purchase Limit